

Approved For Release 2003/05/15 : CIA-RDP54-00177A000100110001-0

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: January 5, 1950

FROM : Acting Chief, Supply Branch

SUBJECT: Monthly Report for December 1949

1. Action has been taken, as a result of Management recommendations, to dispose of obsolete or exorbitant quantities of non-CIA forms stocked in the warehouse.

2. During the month of December a fire drill was conducted at the [redacted] warehouse which proved entirely satisfactory. Evacuation of the buildings was accomplished in 2-1/2 minutes.

3. A proposed procedure for obtaining signatures of individuals authorized to issue property passes was concurred in by Physical Security Branch. In the future 3x5" cards will be signed by designated employees and maintained on file at the guards' desks. Cancelling or adding of new names will be simplified in lieu of the present method whereby lists are maintained covering the names of all authorized persons by buildings.

[redacted] is presently in process of being black-topped and it is contemplated this job will be accomplished within a period of one week.

5. A revision of the [redacted] (Administrative Instructions) is presently being prepared and will be available for review by your office on Tuesday, 10 January 1950.

6. Instructions have been furnished responsible individuals in the [redacted] warehouse with respect to prohibiting gasoline operated vehicles in the [redacted] warehouse unless previously drained of gasoline. This does not apply to gasoline operated fork lifts equipped with fire extinguishers required to operate in the warehouse during normal working hours.

7. Action has been taken to effect disposal of unserviceable medical equipment as recommended in Certificate of Audit No. 1-5-50. This recommendation was further concurred in by [redacted] Medical Division.

8. A memorandum delegating responsibility to all supervisory personnel in the [redacted] with respect to security, fire and safety matters has been issued.

Document No. 005

NO CHANGE in Class. ☐☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/178

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9. A list of all stock items has been obtained which will serve two purposes namely:

- a. Preparation of revised CIA catalogs.
- b. Guide for procurement officers in determining if items are contained in stock prior to procurement action.

10. Installation of additional key boxes by PBA Guard Force, as recommended by this office, has been accomplished throughout the warehouse area.

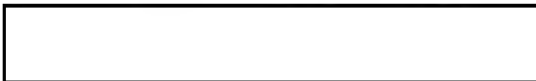
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1. Requisitions:

Received during month.....	618
Completed.....	631
Pending.....	8
Account #2 - Office Supplies.....	324
Account #3 - Office Equipment.....	265
Account #5 - Medical Supply Account.....	13
Account #6 - General Supplies.....	7
Account #8 - Surplus Property Account.....	9

2. Cargo and Domestic Shipments:

Requests.....	48
Shipments accomplished.....	38
Total weight shipped.....	15,097
Total number of cases shipped.....	99

3. Miscellaneous:

Moving and relocation of equipment in CIA Buildings:

Number of job orders.....	49
Man-hours required (PBA and CIA).....	737

4. Identification Control Records:

Postings.....	220
Inventories processed.....	1

5. Typewriter Maintenance and Repairs:

Requisitions received during month.....	75
Requisitions completed during month.....	85
Requisitions on hand.....	13
Overhaul and shop work.....	90
Service calls.....	82
Total number of machines repaired.....	172
Estimated dollar value of all work.....	\$2,352.50

6. Furniture Repairs Report:

Service calls.....	31
Shop repairs.....	258
Estimated dollar value of work.....	\$229.04

VOLUME:
1. Requisitions:

Total number received.....	400
Pending bids, clearances, etc.....	67
Held without action.....	66
Total number of requisitions completed.....	439

2. Purchase Orders:

Prepared and issued.....	773
Total amount expended.....	\$104,108.60
Printing & Binding Estimates & Petty Cash.....	1,246.86
Total expenditures.....	\$105,355.46

1. Contracts completed:

Supply.....	6	\$68,593.11
Service.....	0	
Lease.....	0	

2. Amendments to Contracts completed:

Supply.....	1	\$ 800.00
Service.....	0	
Lease.....	0	

3. Contracts pending:

Supply.....	1
Service.....	3
Lease.....	0

4. Amendments to Contracts pending:

Supply.....	1
Service.....	4
Lease.....	0

5. PBA Agreements completed:

Supply.....	0
Service.....	0
Lease.....	0

6. Total authorized obligations.....	\$69,393.11
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